

FEDERAL LABOR STANDARDS PROJECT FACT SHEET

- ☐ Applicable projects in excess of \$2,000 require weekly payment of the prevailing rate (wage + fringes) to all on-site workers, based on the actual type of work performed and regardless of skill
- ☐ Wage decision and "Notice to All Employees" must be posted on the job site in a highly visible location and protected from the elements
- ☐ Prospective bidders must be given the Federal Labor Standards Requirements, Federal Labor Standards Provisions, Wage Decision and Apprentice/Trainee Guidelines; these documents must also be physically attached to all contracts/accepted proposals
- ☐ Contracts must only be awarded to contractors eligible to participate in written contracts containing Federal Labor Standards Provisions
- ☐ Payrolls must be certified and submitted using **LCPTtracker**. Payroll reports are due within seven (7) days after the payroll period. It is only necessary to enter the work classification and hours worked for foremen/supervisors spending less than 20% of their time performing manual work.

Business owners **working with their crew** must report their wage information and can certify the payroll. Business owners **working alone** cannot certify payment of their own prevailing wage; instead, they are reported on a weekly payroll prepared and certified by their engaging contractor (wage information must be reported). **There is no exception to this protection for owners of businesses, sole proprietors, self-employed, partners, corporate officers, or others.**

- ☐ Workers must be paid overtime (time & one-half times the basic rate of pay plus one times the identified fringe benefit amount) for all hours worked in excess of 40 per week at the project site or over 8 in a day (if applicable), whichever is greater
- ☐ Apprentices/trainees registered in approved programs may be paid less than the wage rate in the wage decision for their work classification. Apprentice program ratio requirements are applied hour-for-hour to the project site. Out-of-ratio apprentices must be paid journey worker rate for the classification of work performed.
- ☐ Developer/prime contractor submits ID of Prime and Subs which is to be kept current
- ☐ General contractor/subcontractors/lower-tier subcontractors must submit the Contractor Profile **prior to starting work**
- ☐ Verification (by City staff) of employee wage receipt may include contacting the trade local, benefit fund administrator, submission of cancelled paychecks, stubs, time cards and interview responses
- ☐ Employers shall permit authorized representatives (City staff) to interview workers at the project site (on company time) to verify payment of the Federal prevailing rate for the classification of work they are performing
- ☐ Cleaning performed during construction is subject to prevailing wage provisions. In the absence of a specific wage rate for cleaning classification, the cleaners must be paid the predetermined wage rate for laborers. Demolition related to the project is also subject to prevailing wage provisions.
- ☐ Contractors must keep a complete set of their project payrolls and other basic records (tax records, time cards, work logs, payroll checks and stubs, evidence of fringe payments, etc.) for a period of 3 years after project close-out

